

# WEST KENT SUNDAY FOOTBALL LEAGUE

## HINTS TO SECRETARIES & TEAM MANAGEMENT

1. Please read the League rules carefully and make sure that you and everyone connected with your Club fully understand them. If you have any queries, please do not hesitate to contact the League Secretary ([gen.secretary@outlook.com](mailto:gen.secretary@outlook.com)).

### ***New for this season...***

2. The FA's protocol for Sin Bins has been revised:
  - A yellow card that is issued for dissent by word or action will result in a sin bin.
  - If a player receives a second caution while in the sin bin or after returning to play, they will be sent off.You have been warned!
3. Your team must have a captain on the field of play who wears an identifying armband.

### ***Player registrations***

4. Take special note of Rule 18.A. Do not be tempted to play an unregistered or ineligible player. It can be a costly business for both club and player. A player is not registered and is therefore not eligible to play until you have received confirmation in Whole Game System. A player registered on a match day EMERGENCY REGISTRATION FORM (Rule 18.B) cannot play again until that registration is confirmed by the League. Club Officials are urged to check the registration status on Full Time before playing that player.
5. Make sure that when a player leaves your club, he has discharged his reasonable financial and other liabilities. Whilst the League would not register a player with another club if it is known he still owed his previous club money, the League cannot be expected to act as a debt collector.

### ***League meetings***

6. Make sure your Club is represented at all League Clubs meetings and the AGM. Meetings will commence at 8pm sharp. Any Club not represented will incur a fine of £50, increased by £20 for each subsequent offence. It is in the interest of your Club and the League to make sure you have a representative at all meetings. Please note it is not sufficient for your representative to just sign the register or pay money to the treasurer and then leave. He/she must stay for the business in hand. There will be a rollcall at the end of the meeting!

### ***Confirming match details and requirements on the day of the match***

7. Make sure you confirm your home match and team colours to your opponents and the referee at least five days prior to the match. If you use any form of messaging service, ask for an acknowledgement of receipt. We all know messages can go astray! Note that from this season, your opponents must advise you of their team colours

two days before the match. If there is a likely clash, it is the HOME team that has to change. A spare goalkeeper's shirt in a completely different colour is also a good idea.

8. If you have to postpone or cancel a match, or just need a Sunday off, make sure you do it within the Rules (Rule 20). Unfulfilled fixtures are expensive and can discredit the season's league tables.
9. Make sure that every player's full name and shirt number are correctly recorded on the Team Sheet and handed to the Referee before kick-off.
10. Make sure that your team is ready to kick-off at the appointed time and on the field of play, even if the other team is not. Check that goal nets, corner flags and match footballs are all correct in accordance with Rule 20.A
11. Make sure that the match results and other required details are fully entered onto the Full Time system by **midday Tuesday** after the match (Rule 21.A.) Referee marks, goal scorers and clean sheets are used by the League to determine end of season awards. Your player maybe the one rewarded!
12. The Referee will confirm in writing to you and your opponents any cards or sin bins that have been shown during the match. You must record your team's cards against the applicable player along with the match results on Full Time.
13. Remember, a red card shown to a player means an automatic 7-day match ban. If he does play, the FA may fine your club and the player. Lack of notification from the KCFA or League is not a defence.  
Remember also to email KCFA ([discipline@Kentfa.com](mailto:discipline@Kentfa.com)) with dates of games that have been missed in order that suspensions can be recorded as served. Please copy Tony Vanns, Registrations Secretary to your email.
14. **AWAY TEAM** - Make sure that the Referee is paid his fee of £45.00, ideally before the match.  
  
**HOME TEAM** - as a matter of general courtesy you should welcome the Referee prior to the game, ensure he or she has been shown the changing room and introduce him to your linesman. Have a spare set of flags, just in case!
15. Make sure that you have a suitable first aid kit at all matches and someone with some first aid experience on hand.

## ***Payment of fines***

We all hope that your club won't be fined of course!

16. All payments made to the League are by electronic transfer (BACS). Please confirm the transaction to the League Treasurer by email. Cash or cheque payments can no longer be accepted.
17. Pay any fines imposed on your Club, by the League or County FA, promptly. Any League fines not paid within 14 days (Rule 6.J) may be increased at the discretion of

the Management Committee. Fines unpaid to a County FA could result in your club being suspended.

18. Check your player's status on your Club Portal following a sending off or caution. This is to avoid you inadvertently playing a suspended player and also to check for any fines outstanding. There can be serious consequences for playing a suspended player or failing to pay these fines to the County FA.

### ***League and County Cup Competitions***

19. For any WKSFL and Kent County Cup Competition, in the event of scores being level after 90 minutes in knock-out rounds, an extra 15 minutes each way will be played in all rounds. If the scores are still tied after extra time, a penalty shoot-out will decide the match. Where a round of a WKSFL Cup competition is played on a group basis, there will be neither extra time nor penalties in any group match.
20. If you enter your County Cup Competition or any other Cup competition, you must inform the WKSFL Fixtures Secretary of the result on the day of the match.
21. You must also text or email the result as per Rule 21.B. **This applies whether you are playing home or away.** This requirement is IN ADDITION to the reporting procedure of the relevant County FA. The WKSFL Fixtures Secretary must also be informed of any postponement of a County Cup match. It is normal for any postponed County Cup match to be rescheduled for the following Sunday and takes precedence over League fixtures, which may therefore be re-arranged at short notice.
22. County Cups may have their own match report forms. Don't use the League's.

### ***Referee's marks***

23. Please ensure that you mark the Referee even if the appointment has been made by your club. These marks are needed by the League in order that the Referee can be assessed, and the marks recorded for the League's annual awards. **Please refer to the League's website for guidance on the protocol for marking the Referee.**

### ***Club Colours***

24. No player, including the goalkeeper, shall be permitted to wear Black Shirts or very dark coloured Shirts. This prerogative is kept for the Referee.

### ***And Finally.....***

25. Abide by the League rules, play to win but not at all costs and you will enjoy your football with the West Kent Sunday League
26. Please do not contact any League Officer or Committee member after 9pm.

***[www.wksl.org.uk](http://www.wksl.org.uk)***